

UNITED STATES BANKRUPTCY COURT  
REQUEST FORM FOR PHOTOCOPIES OF COURT CASES  
TO BE RETURNED BY FACSIMILE OR MAIL  
FROM THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
MID-ATLANTIC REGION, PHILADELPHIA

**PLEASE USE ONE FORM PER CASE**

**ORDERS WILL NOT BE TAKEN BY PHONE.**

Requester: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

Phone: \_\_\_\_\_

**Fax your request to:**

**Office of Regional Records Services**

**Attn: Trust Fund Reference**

**(215) 671-8001**

Save your fax transmission record for reference

VISA, MASTERCARD, DISCOVER, NOVUS, or

AMERICAN EXPRESS: \_\_\_\_\_

Expiration: \_\_\_\_\_

**STEP 1:**

**CASE INFORMATION**

Obtain the following information from the Court where your case was filed and closed. Without **ALL** of the information listed below, our staff will not be able to locate your records.

CASE FILE NUMBER: \_\_\_\_\_

CASE FILE NAME: \_\_\_\_\_

FRC ACCESSION NUMBER: \_\_\_\_\_

FRC LOCATION NUMBER: \_\_\_\_\_

AGENCY BOX NUMBER: \_\_\_\_\_

**STEP 2:**

**REQUEST INFORMATION**

Please select either the package or the entire case. (Note - **Check only one**). See instructions for list of services.

**Facsimile or Mail Request**

( ) **PACKAGE**            **\$10.00**

( ) **ENTIRE CASE**      **\$35.00**

( ) **Check for Certified Photocopies**    **\$10.00**    (Available on Mail Returns only.)

**You must select one of the two packages indicated. A Package includes: The discharge, certain schedules, and the original petition. Entire Case includes the first 100 copies only - Remaining copies can be completed for an additional charge at the customer's request (See Reverse Side for specific charges).**

( ) **On - Site Review of Case**    (Please telephone 24 hours in advance for appointment).

\*\*\*\*\*FOR USE BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION STAFF\*\*\*\*\*

**NARA SEARCHER'S INITIALS** \_\_\_\_\_

**DATE SEARCHED:** \_\_\_\_\_

**SEARCHER'S REMARKS** \_\_\_\_\_

## INDIVIDUAL BANKRUPTCY PACKAGE

1. The Order of Discharge, Order of Dismissal, or Final Decree
2. The debtor's Voluntary Petition
3. Summary of debts and property (assets)
4. Creditors holding unsecured non-priority claims, which are d

Bankruptcy forms or schedules E, D, and F on the revised forms

Facsimile or Mail    \$10.00                      Certification (optional)    \$10.00                      (Total \$20.00)

Facsimile or Mail    \$35.00                      Certification    \$10.00                      (Total    \$45.00)

**Maximum number of copies FAXED is 70. Maximum number of pages to be copied is 100.**

**Facsimile Number (215) 671-8001**

**YOUR REQUEST AND ANY FEES SUBMITTED, WILL BE RETURNED IF:**

- a. The information supplied in **STEP 1** is incorrect, or incomplete.
- b. The name of the case file **does not** match the name requested.
- c. You fail to enclose a check, or money order, **OR** if the amount is incorrect.
- d. If the personal or business check submitted is not signed.
- e. Authorization **cannot** be obtained for the credit card number supplied.

For further information call (215) 671-8241 (Monday through Friday, 7:30 a.m. to 3:30 p.m.)

**Requests will be processed (file retrieved, documents identified, copies made)  
and sent out (faxed or mailed) within three (3) business days of receipt of request.**

*PLEASE CHECK FACSIMILE REPORTS TO CONFIRM NARA RECEIPT OF FAXED  
REQUESTS. DO NOT TELEPHONE NARA STAFF IN ORDER TO CONFIRM  
TRANSMISSION RECEPTION OF FACSIMILE REQUESTS. THIS SLOWS SUBMITTAL  
TO SEARCHERS AND CAUSES UNNECESSARY DELAYS IN HANDLING REQUESTS.*